No. 3345–IT-VI-11/2009-IT.

GOVERNMENT OF ORISSA

DEPARTMENT OF INFORMATION TECHNOLOGY

RESOLUTION

The 30th December 2009

In partial modification to the Government Resolution No. 2185-IT., dated the 3rd June 2008 issued by the Department of Information Technology, Government have been pleased to decide the following in respect of procurement of Computer Hardware, Software and Peripherals by the Government Departments, Heads of Departments, other Government Subordinate Offices and Public Sector Undertakings.

In view of the implementation of National e-Governance Plan, each and every Department of Government will implement e-Governance programme. Hence, any Computer system that has to be procured and installed in any Department has to be as per NeGP standards for ensuring inter-operability. Since, OCAC is the Nodal Agency for NeGP in Orissa and also the Nodal Agency for IT, its expertise should be utilized for finalization of specifications for purchase of Computers in all Departments of Government.

(1) For purchase of any Computer Hardware by any Department, the following procedures to be followed. OCAC should do the following :—

- System Requirement Study (SRS)

- Finalization of specification and configuration

- Verification of hardware before installation

- Finalizing maintenance agreement between the supplier and the client

- Exploring buy back options, if any, offered by the vendors

5% of total Project Cost to be paid to OCAC towards the above work.

(2) Purchase of Computer has to be done by the Department concerned as per the specifications finalized by OCAC directly under DGS & D Contract. If the specifications are not available under DGS & D, then the concerned Department may either source it through OCAC or procure it at their level following open competitive procedure prescribed by OGFR. In this case one expert from OCAC may be associated in the Departmental Purchase Committee for facilitation and for providing requisite technical support.

(3) The following guidelines for acquisition of IT resources by OCAC is to be followed.

(A) Hardware :

(i) On receipt of the request from the user department for procurement, the technical team from OCAC would study the proposed usages in consultation with user department and finalize the specification and number of items to be purchased. Unless specifically required by the user department or user agency, priority will be given to the specification of hardware and peripherals whose specifications are given in the DGS & D rate contract. In exceptional cases, when the user department / agency require any application specific hardware, the specification will be defined by the technical team of OCAC accordingly and in this case the technical team will include one Domain Expert from the user department/agency.

(ii) All the Computer hardware and peripherals like PCs. Servers, Laptops, UPS, Printers etc., will be purchased from the Original Equipment Manufacturers (OEMs) included in the DGS & D rate contract as per the rates prescribed by DGS & D or directly through DGS & D, New Delhi, if the technical specifications of the indented item confirms to the specification prescribed by DGS & D contract. A joint team comprising technical officers of OCAC and the user Department under the Chairmanship of senior officer of the user department would decide the brand of the hardware. In case of purchase of hardware in huge quantity OCAC may co-opt. member/members from NIC/STPI/IIIT-Bhubaneswar to the technical team for taking appropriate decision. On the basis of the recommendation of the technical team the purchase committee of OCAC and representatives of user department would finally recommend for the procurement.

(iii) In case of hardware items not included in the DGS & D contract or hardware whose technical specification do not confirm to DGS & D contract items and during period when DGS & D contract is not in force and there is an urgent necessity of purchase of hardware items, procurement will be made through an open competitive bidding procedure as prescribed by the OGFR. Efforts shall be made to adopt the e-Procurement procedure. For important projects the bid process shall be bifurcated into two parts, General & Technical & Financial. A committee of OCAC and the user department would recommend for purchase of hardware and peripherals.

(B) Software :

(i) Systems Software :

For procurement of Systems Software like Operating System, when it is not a part of the hardware price of the DGS & D rate contract, open competitive bidding procedure will be adopted from among OEMs certified agencies/firms/channel partners after clearly deciding parameters such as No. of users, type of processors, license agreement, warranty support etc.

(ii) Application Software :

In case of procurement of application software, a preliminary system study will be conducted by the technical team from OCAC. In such cases the cost estimate of software would be decided by the technical committee of OCAC considering the effort estimation in man month. The man month rate would be decided by the committee taking into consideration the complexity of the development work. For price below Rs.20.00 lakh technical committee of OCAC shall finalize the cost estimate. For the software above Rs.20.00 lakh a committee comprising technical experts of OCAC with external experts from NIC/STPI/IIIT-Bhubaneswar would finalize the cost of the software. In such cases, vendors will be selected through an open & transparent bidding process

as per OGFR by inviting Expression Of Interest (EOI) or Request For Proposal (RFP) or tender as per the requirement. Besides in some cases where application software developed by OCAC through some agency/partner has been acclaimed nationally, the same may be rolled out / replicated with the existing technical partner or agency. In such cases the cost estimate will be finalized by technical/purchase committee of OCAC associating technical experts from NIC/STPI/IIIT-Bhubaneswar.

(iii) Proprietary Software :

When software to be procured is of proprietary nature like products of ORACLE, Microsoft, IBM etc., the procurement will be made directly through OEMs as per their corporate practice. The technical and purchase committee of OCAC associating special invitees from the user Department, NIC/STPI/IIIT, Bhubaneswar shall negotiate with the original manufacturer/service provider or their authorized partner to finalise the price of such proprietary software when the cost exceeds Rs.20.00 lakh. For price below this amount, the technical team/purchase committee of OCAC will negotiate and finalize the price.

(C) Turn Key Projects :

In case of turn key projects implemented by OCAC, the established procedure of OCAC along with the above procedure will be followed for procurement of any or all components.

(4) OCAC will issue guidelines from time to time preferably in every six months in the official website of OCAC prescribing the specification/configuration of various hardwares like Desktop/Laptops/Peripherals of different brands/models which can serve the official works of different Departments and field level offices as well as for the softwares packages of different brands for better performance along with .the addresses/phone numbers of genuine dealers along with approximate cost of different products available in Orissa for reference by different Departments.

(5) The standard format developed by OCAC for AMC of hardwares and peripherals with the list of empanelled agency, schedule of AMC charges and terms and conditions of AMC shall be circulated by OCAC to different Departments through official website of OCAC from time to time for reference by Government Department and agencies.

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ORDER—Ordered that this Resolution will be published in the next issue of the Extra Ordinary *Orissa Gazettee.*

By order of the Governor

P. K. MOHAPATRA

Commissioner-*cum*- Secretary to Government